How Do I Submit a Manuscript?

To facilitate the submission process to PMC, NIH has developed the NIH Manuscript Submission (NIHMS) system (http://www.nihms.nih.gov). This password-protected, Web-based system allows for easy identification of NIH grant numbers (past and present) and NIH intramural project numbers by associating them with the corresponding Principal Investigator (PI).

The following information is needed for submission:

- Journal title
- PI name and contact information
- Associated NIH award number(s)
- Complete text of manuscript(s)
- Supplemental image files (e.g., figures, tables, or supplementary information)
- Copyright permission

  Authors and/or their institutions should ensure that their final manuscript submissions to PMC are consistent with any other agreements, including copyright assignments that they may have made with publishers or other third parties.

- An NIH eRA Commons account (extramural PIs)

  The eRA Commons is an NIH Web interface system developed to facilitate the discrete exchange of essential information between NIH and applicant organizations.

The proposed NIH policy will not affect the ability of NIH-funded investigators and journals to copyright works (if applicable). Investigators may assign these rights to journals in accordance with current practice, and copyright holders may continue to enforce their rights as before.

For detailed instructions on how to submit a manuscript, view the *Authors Manual* at http://publicaccess.nih.gov/submitting_manuscripts.htm.

Visit the following Web sites for additional guidance:

NIH Public Access
http://publicaccess.nih.gov

PubMed Central
http://www.pubmedcentral.nih.gov

NIHMS System
http://www.nihms.nih.gov
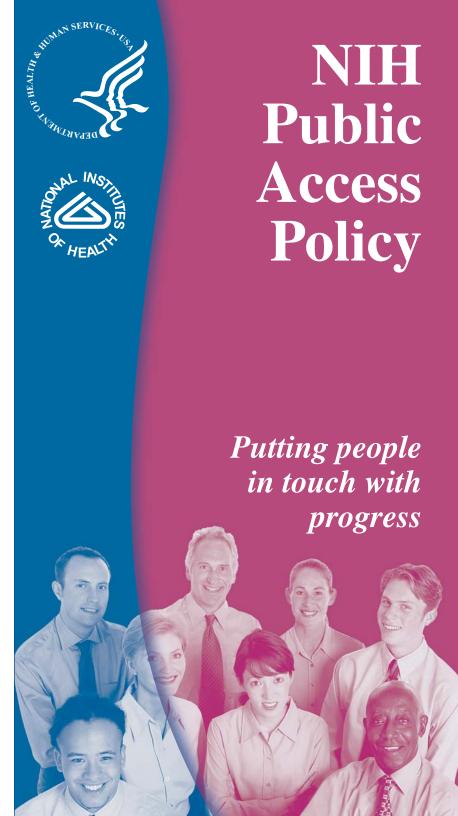
eRA Commons
https://commons.era.nih.gov/commons

The National Institutes of Health (NIH), part of the Department of Health and Human Services (DHHS), is the principal health research agency of the U.S. Federal Government. The Office of Extramural Research (OER) provides policies and guidelines for extramural research grants administration. OER has primary responsibility for developing and implementing NIH Grants Policy, including policies related to data and safety monitoring and protection of human subjects; monitoring compliance with humane use and care of laboratory animals policy; coordinating program guidelines; and developing and maintaining the information systems for grants administration. OER works in conjunction with the National Library of Medicine (NLM) to implement the NIH Public Access Policy.

NIH Public Access Policy

Putting people in touch with progress

What Is the NIH Public Access Policy?

Enhancing Public Access to Archived Publications Resulting From NIH-Funded Research

The Public Access Policy requests that investigators funded by the National Institutes of Health (NIH) submit an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication to the NIH National Library of Medicine's PubMed Central (PMC).

PMC is a digital repository of full-text, peer-reviewed biomedical, behavioral, and clinical research journals. This electronic archive is:

- Publicly accessible
- Permanent
- Searchable

Why Public Access?

- *ARCHIVE.* A central archive of NIH-funded research publications preserves these vital published research findings for years to come.

- *ADVANCE SCIENCE.* The repository is an information resource for scientists to mine more easily medical research publications and for NIH to manage better its entire research investment.

- *ACCESS.* The policy provides patients, families, health professionals, scientists, teachers, and others electronic access to research publications resulting from NIH-funded research.

What Are the Benefits?

For Authors and Investigators

Higher Visibility—Investigators will be able to ensure timely public access to their research manuscripts. Once the manuscripts are electronically available to the public and researchers through PMC, authors will benefit from higher visibility of their research.

Time-saving Links—Investigators and institutions can use the manuscript submission process to fulfill the existing requirement to provide publications as part of progress reports. A reference to the PMC submission identification number may be included in progress reports in lieu of submitting a copy of the publication.

Investigators applying for new and competing renewal support from NIH will be able to use this resource by providing links in their applications to their PMC-archived information.

Cutting-edge Tools—Investigators will benefit from the modern information technology tools and services integrated with the PMC system, including PubMed, GenBank (DNA sequences), Complete Genome Maps, Protein Sequences and Structures, Taxonomy, PubChem (Small Molecules), MedlinePlus, and Clinical Trials.

Cross-linking information across scientific fields is expected to lead to new lines of research as well as more comprehensive approaches to understanding scientific data.

For the NIH

Having a comprehensive archival system enables NIH to manage its research dollars more efficiently and to understand better its research portfolio, monitor its scientific productivity, and help set priorities.

This system also facilitates the creation of an end-to-end, paperless grants-management process.

For the Public

Ensuring access to the full text of NIH-funded research publications will improve the public's understanding and appreciation of biomedical research findings.

Enhanced access to information strengthens and expands the impact of research while disseminating it in a timelier manner. The online archive will increase the public's access to health-related publications at a time when demand for such information is on a steady rise.

Quick Facts

- Submitting a manuscript to PMC usually takes 3–10 minutes.
- Submitting a manuscript fulfills the grant requirement that all NIH-funded publications be submitted to NIH.
- NIH support is involved in approximately 65,000 articles per year.

When Do I Submit My Manuscript?

NIH-funded investigators are requested to submit an electronic version of the author's final manuscript to NIH *upon acceptance for publication*. The policy gives authors the flexibility to designate a specific timeframe for public release of the document—ranging from immediately after final publication to 12 months later.

NIH expects that only in limited cases will authors deem it necessary to select the longest delay period.